



BOGNOR REGIS TOWN COUNCIL

Street Scene & Leisure Services, Town Council Office, The Town Hall,
Clarence Road,
Bognor Regis, West Sussex, PO21 1LD.
Telephone 01243 835535 Fax 01243 865744

Town Force Seasonal Assistant Horticultural Worker

Job Purpose

To maintain high standard of existing roundabouts, flower beds, baskets, planters, hedges & shrubs and allotments (communal areas only) currently looked after by Bognor Regis Town Council.

Qualifications

- Relevant horticultural / gardening background with experience in the private and public sectors
- Can perform horticultural duties involved in the preparation and maintenance of plants to include preparation of soils, planting, replacing plants, watering, pruning, hedge trimming, grass cutting, clearing leaves, weeding and spraying
- Ideal candidate would be in possession of the following certificates: PA1 & PA6, NPTC Strimmers & Brushcutters, NPTC Competence in the safe use of Mowers and manual handling. NVQ in Horticulture would be advantageous.
- Can operate & maintain all types of garden machinery – mower, hedge trimmer / brush cutter, waterbowser.
- Can demonstrate sound knowledge of plants / shrubs
- Candidate must also be able to work outside in all weather conditions
- Can work as part of a team and on own initiative
- Working and dealing with the public in a polite and friendly manner
- Be flexible in your approach to work i.e. early starts on watering days and weekend work
- Clean full driving licence ESSENTIAL

Responsibilities

- Assist with maintenance of existing flowers beds, baskets, planters, hedges & shrubs currently looked after by Bognor Regis Town Council (list attached). It is expected that each planting area will be attended at least once a week.
- You will be expected to organise your workload, and schedule your daily tasks to fulfil all your responsibilities.
- Assist other members of Town Force in other maintenance works around the Town only with prior authorisation by the Town Force Co-ordinator
- Supporting local events organised by the Town Council and outside organisations as and when requested by the Head of Street Scene & Leisure Services.
- To complete all necessary documentation (e.g. timesheets, job tickets, work sheets)
- To drive and be responsible for allocated vehicle and undertake vehicle checks
- To clean equipment and the Town Force workshop (shared duty)
- To be aware of and comply with current Health and Safety Regulations and the Town Council's Health and Safety policies and procedures as they relate to the duties and responsibilities of the post including:
 - The proper use of personal protective equipment; complying with all relevant safe systems of work, taking all reasonable steps to avoid lifting or moving any item which could result in injury;
 - The use of a mobile phone for the purposes of carrying out the day to day duties and responsibilities in accordance with the council telephone policy;
 - To wear the corporate uniform supplied.
- To report any damage to any property as soon as possible.
- Responsible to the Town Force Co-ordinator.
- Undertake any other duties as may be reasonably allocated to the post holder and that are commensurate with the grading and responsibilities of the post.

Employment Details

- The normal working week for this position is 37 hours from 8.00am to 4.00pm Monday to Thursday and 8.00am to 3.30pm on Friday with half an hour for lunch. Should watering need to be done in the summer, the start time on Mondays, Wednesdays and Fridays will be 7am.
- 21 days paid holiday pro rata + Bank Holidays
- Pay Scale £16,215 per annum pro rata (SP15)
- 6 month Fixed Term Contract
- A three month probationary period will apply from the date of employment

This document does not constitute a 'Job Specification' and accordingly does not purport to represent an exhaustive list of all duties relating to the post, but rather it indicates the main areas of activity.

The minimum annual leave entitlement is twenty one days with a further five days after five years of continuous service. The entitlement as expressed applies to a five full working day pattern and the present entitlement would therefore be pro rata. Employees shall also be entitled to paid holiday on public holidays as they occur.

Town Council policies

- Bognor Regis Town Council operates a no-smoking policy.
- Standing order 26:
 - a) 'Canvassing of members of any committees, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
 - b) A member of the Council shall not solicit for any person, any appointment under the Council, or recommend any persons for such appointment or for promotion: but nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.'
- Bognor Regis Town Council is an equal opportunities employer.